

Supervision Agreement and Thesis Committee Appointment

The PhD student and the following members of the Thesis Committee agree about the supervision of the below specified PhD project.

Ms/Mr _____ [PhD Student]

and

Ms/Mr _____ [first Supervisor]

and

Ms/Mr _____ [second Supervisor]

and

Ms/Mr _____ [third Supervisor]

The Examination Rules and Regulations (ERR) finalise the implementation of the PhD project, in particular the rights and obligations of the PhD students. Together with the Examination Rules and Regulations this agreement shall ensure the success of the PhD project by guaranteeing the necessary scientific supervision and a suitable conceptual and methodical preparation of the PhD project.

In detail the following points are agreed for that purpose:

1. Faculty: _____

Subject: _____

If necessary, name of the doctoral studies programme or research training group:

2. Planned topic issue of the PhD project (working title):

Start of the PhD project (month/year): _____

3. In accordance to article 6 paragraph 2 of the ERR the doctoral candidates must report in detail on the current state of the doctoral project to the Thesis Committee regularly, at least once per year (progress report).

Doctoral candidates have to record the progress report (reviewing schedules) and the discussion for this purpose in the study book.

4. The Thesis Committee engages in checking the record of the progress report and the (planned) progress of the PhD project. They comment on the delivered contributions to the agreed meeting appointment in a necessary extent in written or oral form.

5. In case of a cancelation of the supervisory relationship not caused by the PhD student the Faculty of Social Sciences strives to find an alternative subject-related supervisory relation.

6. With the admission for doctoral studies in one of the doctoral study programmes affiliated to the Göttingen Graduate School of Social Sciences (GGG) doctoral candidates reach the status of member of the GGG.

7. PhD students are obliged to communicate a changed issue of the PhD project, a changed matriculation status at the University of Göttingen or a changed address to the Faculty of Social Sciences (Office of the Dean of Studies).

8. Every scientific work bases on good scientific practice, settled inter alia in the Statute of the Georg-August-University Göttingen for ensuring good scientific practice (<https://www.uni-goettingen.de/en/statute-of-the-georg-august-university-goettingen-for-ensuring-good-scientific-practice-come-into-force-21122012/354145.html>).

9. In case of conflicts between a supervisor and the PhD student at first the other members of the Thesis Committee and the responsible boards and persons in authority of the Faculty of Social Sciences mediate. Thereafter the board of directors of the Göttingen Graduate School of Social Sciences can be engaged; the responsibility of other boards, particularly the ombudsman service of the University of Göttingen, stay unaffected.

_____ PhD student
(place, date)

_____ second Supervisor
(place, date)

_____ third Supervisor
(place, date)

Herewith I confirm the composition of the Thesis Committee.

_____ first Supervisor
(place, date)

General Information on the Appointment of the Thesis Committee:

- A Thesis Committee is in charge of supervision during the doctoral period. This committee is formed for each doctoral candidate individually and consists of at least three individuals eligible to conduct examinations, including the primary supervisor whose supervision agreement was the basis for admission.
- The Thesis Committee must be appointed in accordance with Section 6 (1) of the examination regulations for the doctoral programme in Social Sciences at the Faculty of Social Sciences at the University of Göttingen no later than six months after admission to the doctoral programme.
The members of the Thesis Committee other than the primary supervisor are appointed by the Dean of Studies in agreement with the primary supervisor. The doctoral candidate has the right to propose potential committee members, which does not provide a legal claim to any resulting composition of the Thesis Committee. After admission, the primary supervisor shall be asked for his or her cooperation by e-mail and shall also be notified of a deadline.
- Please submit the completed form of the Supervision Agreement to the Office of the Dean of Studies of the Faculty of Social Sciences no later than 6 months after admission to the doctoral programme.
- If the agreement is not submitted within 6 months of admission, the Dean of Studies, in conjunction with the primary supervisor, will appoint additional supervisors from among those who are eligible to be examiners and teach and conduct research in the relevant subject of the doctoral work.
- As a rule, the members of the Thesis Committee are also the reviewers and examiners in the subsequent doctoral procedure.
According to the doctoral regulations, the right to conduct examinations is granted to:
 - a. members of the group of university teachers,
 - b. the habilitated members of the University of Göttingen
 - c. the honorary professors of the University of Göttingen
 - d. individuals undergoing a procedure equivalent to an appointment procedure and are involved in the performance of tasks in research and teaching, accordingly.
- According to the examination regulations, a member of a university or a non-university research institution holding a doctorate can be appointed as a reviewer or examiner only in exceptional, well-founded cases. This requires an informal written explanation of the exception by the primary supervisor, on which the Graduate Committee decides. If necessary, it should be enclosed with the form.

(last update September 2020)